

Beacon Medical Practice

Skegness Ingoldmells Chapel St Leonards



Patient Administrator - Excellent learning environment

Come and work as a Patient Administrator at the largest GP surgery on the Lincolnshire Coast. We offer exceptional benefits with opportunities to advance and learn alongside a highly trained and dedicated team of colleagues.

The Practice:

Beacon Medical Practice has been established for almost 20 years in the local area and is a household name within the local community. We employ a diverse and friendly cohort of staff, each one, whatever their role, being committed to providing the local community with the highest levels of customer service and care possible

We offer detailed training and mentoring for all our employees.

The Position:

We're looking for a full-time (37.5H) Patient Administrator. Experience is not necessary as full training will be given, but some knowledge of Word, Excel. Email etc. and an interest in Health care would be advantageous.

The Benefits:

- Competitive salary.
- NHS Pension Scheme.
- Generous Annual Leave entitlement.

The Location

This post is based at our Skegness surgery.

Skegness is an area best known as one of the UKs most popular holiday resorts, with an excellent reputation for entertainment, great weather, and beautiful natural surroundings. The three thriving local communities we serve, also make our surgeries and backroom functions very busy but enjoyable places to work.

Applications

To request a Job Description and Application Form for this vacancy, please contact Nick Ridley-Hutchinson, PA/HR Administrator via email at: nick.hutchinson1@nhs.net

Closing Date

Completed applications to be returned to the above email address by 12pm on Friday 25th August 2017. Applications received after this date will not be considered.

CV only applications will not be accepted.